

4/1/93  
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Bulletin No. 93-17

P-2560

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P-2560      Miscellaneous

A.    Mailing Problems

1.    Stamps Not Delivered

Food Stamps which cannot be delivered are returned to Food Stamp Accounting. Reasons for return can include:

- a.    Error in mailing address.
- b.    Client has moved. Food Stamps are not forwarded automatically to a new address.
- c.    "Undeliverable". This is a Postal Service term used to denote an inaccessible mail box or the client's name not actually printed on the mail box.

Every morning Food Stamp Accounting will enter in ACCESS information on returned Food Stamps. ACCESS will generate a MAIL message to you and update INQD.

2.    Remailing

To send processing instructions to Food Stamp Accounting, use the SPEC/C/FS27lRM function. Food Stamp Accounting will remail food stamps that day if they are notified by 12 p.m.

Print the FS27lRM screen and file it in the case record.

3.    Address Change

Address changes for stamps being issued on the monthly master run must be made prior to the run. If a client reports an address change after the master run and the stamps cannot be delivered to the old address, they will be returned to State Office.

An address change for a daily issuance may be made by sending a MAIL message to FSAU (Food Stamp Accounting) before 12 p.m. on the day after approval. Include:

- a.    Amount of stamps.

b. The client's District Office at the time of issuance.

Vermont  
Stamps  
Social Welfare

PROCEDURES

Food

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P-2560     Miscellaneous (Continued)

A.     Mailing Problems (Continued)

- c.     Date approved.
- d.     Whether they have been designated for certified mailing.
- e.     The household name and SSN.
- f.     Whether the stamps should be mailed certified.
- g.     The old address and new address.
- h.     Number of envelopes.